

2001 SUMMER ENCAMPMENT HEADQUARTERS

Minnesota Wing – Civil Air Patrol

United States Air Force Auxiliary

PO Box 11230, St. Paul, MN 55111-0230

20 May 2001

MEMORANDUM FOR ALL FLIGHT COMMANDERS

From: Maj Todd Mandel, ENC/ET

Subj: Flight Plans

1. Flight Plans are an important tool to use as a Flight Commander at encampment. You are being asked to put together a Flight Plan to accomplish three primary objectives:
 - To create a thorough understanding of the CTG Commander's Benchmarks document and the expectations that have been set for you
 - To provide you the opportunity to think about the entire encampment and help you plan how will reach the end goal
 - To foster pre-encampment planning and communication between your Flight Sergeant and you, as well as between you and different echelons of the CTG
2. It is likely you have never had to put together a document as comprehensive as a Flight Plan. To assist you, I have created a "sample" flight plan and attached it to this letter. This sample flight plan is not as complete as your plan will eventually need to be, nor does it cover all the aspects. Instead it was designed to give you an overall view of what your Flight Plan should look like.
3. Essentially your Flight Plan should approach the Encampment in five phases: Pre-encampment, Introduction (Phase I), Primary Training (Phase II), Secondary Training (Phase III), and Summary (Phase IV). The Benchmarks are set by days and correspond to the CTG Commander's expectation your flight's progression through the phases. As a subordinate commander you need to have a plan to make this happen. Refer to Chapter 3 of the ETM for information on the phases.
4. Your plan should address key areas within each day/phase. These areas are Day/Phase goals, Key Events, Flight Time, and Supplies. By anticipating these areas and their needs you will be more prepared when the event arrives. In some cases you will need to secure physical items (such as supplies) and in other areas you will need to develop a special process to meet the standard (such as the Dining Facility).
5. The following are Key Events and scheduled Flight Time estimates that you may use for planning purposes:
 - Day 1: Arrival, In-processing, Pre-test, first meal, first formation, first shower time, first Lights Out – 4 hrs Flt time
 - Day 2: Stan/Eval Inspection, first PT – 8 hrs Flt time
 - Day 3: Stan/Eval Inspection, first interaction with USAF – 4 hrs Flt time
 - Day 4: CPFT, Stan/Eval Inspection – 3 hrs Flt time
 - Day 5: Confidence Course (CTS5), Volleyball Comp, NO Stan/Eval Inspection – 4.5 hrs Flt time
 - Day 6: Confidence Course (CTS6), Stan/Eval Inspection – 2 hrs Flt time
 - Day 7: CTG Inspection (graduation inspection), Final Exam, Drill Comp – 2.5 hrs Flt time
 - Day 8: Pass-In-Review, Banquet & Graduation – 2.5 hrs Flt time
6. The attached sample Flight Plan is not meant to limit you or require you to format you plan a certain way. This plan is meant to be a tool **for you**. If your plan works for you and makes sense then that is what is important.
7. Your Flight Plan will be reviewed and worked on in a group setting at the July Training Day. Obviously to be an active participant your plan will need to be done, at least in a draft form, by that time. Prior to that I encourage you to work closely with your Squadron Commander on your plan. You should also feel free to contact me with questions, as I am available to review plans in advance of the Training Day if submitted via e-mail or regular mail.

Atch: 1. Sample Flight Plan
2. Benchmarks document

TODD ALLEN MANDEL, Major, CAP
Training Officer

2001 Minnesota Wing Summer Encampment Zulu Flight Sample Flight Plan

Flight Commander: C/2d Lt Joe Gotaclue, 651-123-4567, gotaclue@yahoo.com

Flight Sergeant: C/TSgt Emelda Drillqueen, 218-987-6543, captsgt@yahoo.com

Formatting note: Items that are italicized are points for you to think about in preparing your plan. Your plan should not contain these little sentences and paragraphs.

Pre-Encampment Phase – *In this phase you are thinking of everything you need to do to be ready for the encampment. As a commander you have not only yourself to think about but your Flight Sergeant as well.*

Goals, Objectives & Tasks:

- Call my Flight Sergeant a minimum of four times
 - make sure she is coming to Staff Training Day
 - make sure she working on her weak drill areas from the SSE
- Prepare my Flight Plan
- Memorize my part in the Pass-In-Review Script
- Read the ETM and Flight Commander's Handbook
- Master my weak drill areas from the SSE
 - read over Drill & Ceremonies
 - talk with my Squadron Commander about questions
- *What other goals do you want to have? The above goals are not necessarily a complete list. What other people can help you set your goals? Realize that these may change or be added to as your supervisors add requirements or expectations.*

Key Events:

1. July Staff Training Day
 - Need to take work off for 08 July 2001
 - Need to get a ride to the Training Day
 - Have Flight Plan done by this day
 - send to Squadron Commander and Maj Mandel by end of June?
2. Departure Training Day
 - Need to get a ride to AF-TCRS by 1000 hours
 - Need to make sure my Flight Sergeant knows and has a ride
3. *Are there other events you should consider? Deadlines to be aware of?*

Supplies:

1. Need to make sure I have everything on packing list
2. Need to make sure my Flight Sgt has everything on packing list
3. What else might my flight need?
 - Call my Squadron Commander and figure out what we need to bring for our flights (cleaning supplies?, extra pens?, extra paper?, etc...)
4. Think of stuff that I forgot or my friends forgot our basic year (hangars, cardboard, blousers, etc..)
5. *This list could get pretty long depending on how long you think. Coordinate with your Squadron Commander and the Logistics Officer so you don't duplicate efforts.*

Phase I, Introduction – *This phase begins immediately upon the arrival of the Basic Cadets and continues until the signing of the Basic Cadet Contracts. During this phase your cadets need to be entered into the encampment environment and the expectations set. You should read paragraph 3-4(a) of the ETM for a better understanding of Phase I.*

Day One

Goals, Objectives & Tasks:

- Explain my expectations to my cadets
 - *What are your expectations?*
- Set the tone – firm and fair
- Complete the Pre-test
- *And so on... think about what happens those first few hours. What will your cadets need to know right away? Consider drill – can they form a flight? March forward? Consider how they will know to fall out of their rooms... The more you plan for now, and develop processes to deal with the items, the more smoothly things will run when you get to encampment!*

Key Events:

- Arrival – *What are the first three things you want your cadets to do after finishing in-processing?*
- Pre-Test – *What is your plan for monitoring the test takers?*
- Signing of Basic Cadet Contracts – *How do you impress upon them the importance of what they are signing?*

Supplies:

- Pencils for test taking
- Basic Cadet Contracts

PHASE ONE ENDS WITH SIGNING OF BASIC CADET CONTRACTS

Phase II, Primary Training – *Phase II begins immediately after the signing of the Basic Cadet Contract and continues through Day 3 or 4 usually. There is no defined endpoint to this phase. It simply becomes less and less as Phase III becomes more and more. This phase is characterized by instruction from you and your Flight Sergeant to the Basic Cadet in almost every aspect of encampment life. Drill, Customs & Courtesies, Inspection Prep, and Academics are all areas that you will be teaching. Use the benchmarks set by your Group Commander to meet the expectations set for your flight.*

Day One

Goals, Objectives, and Tasks:

- Before dinner get all the “Mastered” items from the Benchmarks taught
 - Evaluate the “slow drillers” and get them added instruction
 - Teach the “Know” items after dinner
- Select element leaders by dinner
- Give immediate instruction on where belongings go and how to stow them
- Review all the inspection standards and divide up teaching with the flight sergeant
- Get my Daily Flight Plan ready for my Squadron Training Meeting
- Select my specialists for Day 2 (Stan/Eval, Knowledge, and Current Events)
- *This is by no means a complete list. Go through your day and think about what you need to accomplish and what goals you need to meet.*

Key Events:

- First meal. Brief cadets on Dining Hall procedure. Make sure I have process for getting everything done once at the Dining hall
 - *List the steps of that process here: 1. Get them in line, 2. Remove road guard vests, etc...*
- First formation – *What process might you need here to make sure you are ready?*
- First shower. Explain to cadets how showers must work. Give time guidelines.
 - *What process will you have to make sure this happens and that you stay on time?*
- *And so on... with the key events*

Flight Time:

- Afternoon: Drill with focus on stuff needed for marching to and from places
- Evening: Some more drill. Also need to teach the inspection standards.

Supplies:

1. Uniform items for those missing things

Day Two

Goals, Objectives, and Tasks

- *This is similar to Day One. Look through the Benchmarks and decide what goals you need to set, what objectives you need to reach, and what tasks you need to complete.*

Key Events:

- *Remember that today you have your first Stan/Eval inspection – how do you get your cadets working together and ready?*

Flight Time:

- *We recommend you break your Flight Time planning into morning, afternoon, and evening. You can assume that most of your Flight Time will occur in the morning and afternoons*

Supplies:

- *What supplies will your flight need to succeed? For example, it's your first Stan/Eval inspection, will you need cleaning supplies?*

Your plan should continue on through Day 8, which ends with graduation. This plan may seem overly detailed – but in reality it is not. Even though it may seem that you are writing out every step of what you will be doing you are really just filling in the broad strokes. When you encounter the real thing you will find that even this plan is missing details or will need to be modified. For example, even if your plan says to form in a line at the Dining Hall, it doesn't say where, how, etc... You could put this in your plan or you can leave it out and choose to decide at the time. That is your choice. Some leaders are more comfortable with a precise plan and others prefer “rolling with the punches.” But no matter which is your style, or if you are somewhere in-between, you still need to have a starting point.

Your plans will be worked on and molded during the Staff Training Day. In small groups, during certain classes, and as a squadron you will work from each other's plans hopefully strengthening each other in the process.

Cadet Training Benchmarks
3rd CTG, MNWG

M = Mastered - Flawless, exceeding the standard

K = Know - Require minor direction, meeting the standard

F = Familiar – Recall with direction, not meeting the standard

** Everything should still be practiced even after it is mastered*

Day 1 (Saturday, 28 July)

Needed for Formation:	*M:	Fall in/Fall out
	*M:	Attention
	*M:	At Ease
	*M:	Parade Rest
	*M:	Rest
	*M:	Present/Order Arms
	*M:	Dress Right Dress/Ready Front
Needed for Marching:	*M:	Forward, March
	*M:	Column of Files (for chow)
	*M:	Flanks
	*M:	Count Off
	*M:	Use of Road Guards
	*K:	½ Flanks
	*M:	Correct Titles (Ma'am, Sir, Sergeant)
C&C:	*K:	Indoors (calling the room to attention, hitting the wall, etc)
	*K:	Saluting Outdoors – when
Inspection:	*M:	Belongings in correct places (accurate, not precise)
	*F:	Read and understand inspection sheets posted in rooms
	*F:	Uniform- you need to know who needs haircuts, they need to know what is wrong with their uniform so nothing from the inspection tomorrow comes as a surprise

Day 2 (Sunday, 29 July)

Marching and Formation:	*Cadets should have parts 1 & 2 completed in their knowledge books	
	*M:	½ Flanks
	*M:	Column of Files
	*M:	Saluting (correct way and who they salute)
	*K:	Columns
	*K:	Left Step/Right Step, March
	*K:	Backward, March
C&C:	*K:	To the Rear, March
	*M:	Indoors (Attention-hit the wall)
	*M:	Saluting Outdoors –when
BDU inspection today:	*Your cadets should be scoring in these ranges. If not, you need to work with them on their problem areas. Remember that the Stan/Eval staff is there to help teach and answer any questions.	
Average:	55%	

Day 3 (Monday, 30 July)

Marching and Formation:	*M:	Columns
	*M:	Left Step/Right Step
	*M:	To the Rear, March
	*K:	½ Columns
	*K:	Hand Salute
	*K:	Eyes Right
	*K:	Extend/Close, March (stationary)
C&C:	Mastered	
Blues inspection today:	Average:	65%

Day 4 (Tuesday, 31 July) *Cadets should have parts 3 & 4 completed in their knowledge books
*By noon today you and you Tac need to compile a list of cadets at the risk of not passing encampment

Marching and Formation: *M: ½ Columns
*M: Hand Salute
*M: Eyes Right
*M: Extend/Close March (stationary)
*K: Extend/Close March (moving)
*K: Counter March

BDU inspection today: Average: 70%

Day 5 (Wednesday, 01 Aug)

Marching and Formation: *M: Extend/Close March (moving)
*K: Counter March

Inspection: *You should make sure your cadets are ready for the inspection tomorrow. A walk-through inspection would probably be useful.

Day 6 (Thursday, 02 Aug) *Cadets should have parts 5 & 6 completed in their knowledge books

Marching and Formation: Mastered

Blues inspection today: Average: 85%

Day 7 (Friday, 03 Aug)

Marching: Mastered, drill comp is today
C&C: Mastered

GROUP blues inspection: Cadets need to pass with 70% or better to graduate encampment
Our goal average is 95%

